**Remote School Planning Template – Emergency Preparedness @ Woodward Academy**

Teachers, please complete the form below and submit to your department head or principal by **September 30, 2011**. Please contact your department head, tech specialist or Nneka or Shelley in IT if you need assistance completing your plan.

**Online Tools / Minimal Expectations**

* **Grades PK-K** - *Edline* plus wiki, blog or Google site with instructions, assignments, activities and/or resources (for parents). Activities do not have to be tech based!
* **Grades 1-3 -** *Edline* plus wiki, blog or Google site with instructions, assignments, activities and/or resources (students assisted by parents as needed).
* **Grades 4-12** – *Edline* (including HW hand-in and quizzes), email, Google Docs; wiki, blog or Google site.
* **All Grades:** Videos, podcasts and interactive websites as appropriate.

**Optional:** Moodle (or other LMS), screencasting, discussion boards, presentation tools (Prezi, Voicethread, slideshare), participation tools (Wallwisher, Voicethread) Skype, etc...

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| **Teacher Name:** | **Tim Hamling** | | |
| **Grade Level/Subject/Course**: | English 3HP | | |
| **Resources, online tools and strategies I will use to deliver “remote classroom**:” (Assume students will not have textbooks at home; Use of Edline *required* as central communication hub) | | | |
| **Edline** | | | |
| **Materials I will need at home to deliver instruction** (e.g. textbook, computer files, software, microphone): | | | |
| **Computer** | | | |
| **Skills I need to learn/refresh to implement my plan:** | | | |
| **Use of Interactive Assignments on Edline** | | | |
| **Expectations of students (include needed tech skills):** (Include plans for ensuring students have needed skills / understand expectations) | | | |
| **Use of Edline**  **Day 1--Students will access a SAT Writing Sample prompt via Edline to complete. Students will then submit it to Edline via an Interactive Assignment.**  **Day 2—Students will read the Tips Sheet for the SAT Writing Sample (which will be posted to Edline) and comment on another student’s sample essay via the Interactive Assignment on Edline.**  **Day3—Students will re-read their original essay with the evaluator’s comments. Although they cannot revise an actual SAT writing sample, they will revise their original one per the recommendations of their classmate.** | | | |
| **How I will “take roll” to confirm that students have received my instructions** (Post Edline discussion comment, email teacher, respond to survey, etc…) | | | |
| **Via their submissions to Edline. Day 1—student submits original essay, Day 2—student comments on an assigned student’s essay, Day 3–student revises original essay per peer editor’s comments.** | | | |
| **Ideas/methods to ensure “active learning:”**  (i.e. student interactivity, collaboration, artifacts/ demonstrations of learning) | | | |
| Peer review and per edit | | | |
| **Address of my blog, wiki, Google site, LMS, etc…** (Must be linked from Edline) | | |  |
| **Colleague who will assist if I am ill during remote school:** | | | **Another English 3 teacher, as this assignment can by adopted by all English 3 teachers.** |
| **Other ideas/considerations/concerns:** | | | |
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| **Reviewed by Department Head or Administrator (Name / Date)** | | **Peggy Dyer McNash 10/13/11** | |

Submitted 10/13/11